



## DEPARTMENT OF THE ARMY and AIR FORCE

Joint Forces Headquarters, Kentucky National Guard  
Office of the Adjutant General  
Boone National Guard Center, 100 Minuteman Parkway  
Frankfort, Kentucky 40601-6168

KG-AG (690-610)

31 March 2008

MEMORANDUM FOR Commanders, Directors and Major Command Administrative Officers  
Kentucky National Guard

SUBJECT: (KYNG LOG P08-019) Kentucky National Guard Workweek Policy

1. In order to ensure we meet our mission requirements and maintain our support to our Soldiers, Airmen, employees, families and the public the following guidelines will be implemented. The intent is to continue a workweek policy that increases customer support and empowers Commanders, Directors and Major Command Administrative Officers (MACOM AO's). Establish a policy that offers KYNG customers 5 days per week service; empowers Commanders, Directors and MACOM AO's with the flexibility to set work schedules to best accomplish the mission is responsive to employee desires, and enhances the KYNG as a great place to work.
2. The Kentucky National Guard will be open five days per week, Monday through Friday, with the "core hours" of 0800 to 1630 (Eastern Standard Time). **Office coverage must be maintained during the "core hours."** Armories or work areas with only one full-time employee will be allowed to close on one of the scheduled days off. Supervisors at all levels have a responsibility to and will be accountable for scheduling their work to ensure support capabilities are maintained.
3. Commanders, Directors and MACOM AO's will establish the workweek within their units/directorate. This will allow management and supervisors the opportunity to be flexible in balancing operation tempo with variable work schedules. The workweek will be established as either the 5x4x9 (eight x 9 hour days, one x 8 hour day, and one day off during a two week pay period), 4x10 (four ten hour days with a day off each week during a two week pay period), or a 5x8 (five eight hour days). Monday, Wednesday or Friday may be chosen as the designated day off.
4. Flextime (designated hours during which an employee may elect the time of arrival or departure from work) is not authorized as a general work policy. Commanders, Directors and MACOM AO's have the authority to temporarily adjust schedules (90 days or less) to accommodate mission requirements and employee needs. The normal duty day is Monday through Friday and will not begin prior to 0600 nor extend beyond 1800. Commanders, Directors and MACOM AO's are authorized to require employees to begin earlier and remain after these times with award of compensatory time when missions dictate. Commanders, Directors and MACOM AO's may approve request to change work schedules on a case by case basis.

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5. AGR and ADOS personnel and Supervisors of AGR and ADOS personnel are reminded that IAW AR 600-8-10, paragraph 5-27 and AFI 36-3003, paragraph 8.2, a regular pass will not exceed three days in length, except for public holiday weekends and public holiday periods specifically extended by the President. DODI 1327.6, Leave and Liberty Procedures, now authorizes the use of ordinary leave in conjunction with special (3 or 4 day) passes without a duty day in between the two periods of absences. AGR and ADOS Soldiers and Airmen on the AWS must still adhere to all regulatory guidance in AR 600-8-10, AFI 36-3003 and DoD Dir 1327.5.

6. Policy is effective 13 April 2008 and supersedes all previous Kentucky National Guard workweek policies.

7. POC is MAJ Shontelle Adams, 502-607-1340 or Mrs. Pam Cox, 502-607-1761.

Encl

//s//

EDWARD W. TONINI  
Major General, KYNG  
The Adjutant General

STANDING OPERATING PROCEDURE (SOP), DEFENSE CIVILIAN PAY SYSTEM (DCPS)  
DECENTRALIZED ONLINE TIME AND ATTENDANCE (T&A) REPORTING, 01 Jun 03

WORK SCHEDULE CHANGE FORM																																																							
SSN:	NAME:	UIC/ORG	TAG:																																																				
<div style="display: flex; justify-content: space-between; margin-bottom: 20px;"> <div style="width: 45%;">EFFECTIVE DATE <input style="width: 150px;" type="text"/></div> <div style="width: 45%;">T&amp;A STATUS CODE <input style="width: 100px;" type="text" value="A"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">AWS CODE <input style="width: 80px;" type="text" value="0/6/8"/></div> <div style="width: 45%;">TIMECARD DESTINATION <input style="width: 100px;" type="text"/></div> </div> <div style="text-align: center; margin: 20px 0;"> <p>**** PAY PERIOD TOUR OF DUTY ****</p> <table border="1" style="margin: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 12.5%;">SUN</th> <th style="width: 12.5%;">MON</th> <th style="width: 12.5%;">TUES</th> <th style="width: 12.5%;">WED</th> <th style="width: 12.5%;">THUR</th> <th style="width: 12.5%;">FRI</th> <th style="width: 12.5%;">SAT</th> </tr> </thead> <tbody> <tr> <td rowspan="3" style="width: 15%; vertical-align: top; padding: 5px;">WEEK 1</td> <td style="height: 25px;"></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td style="height: 25px;"></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td style="height: 25px;"></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td rowspan="3" style="vertical-align: top; padding: 5px;">WEEK 2</td> <td style="height: 25px;"></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td style="height: 25px;"></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td style="height: 25px;"></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> </div> <div style="text-align: center; margin-top: 20px;"> <p>SUNDAY PAY (Y/N) <u>      N      </u></p> </div> <div style="display: flex; justify-content: space-between; margin-top: 40px;"> <div style="width: 45%; text-align: center;"> <p>_____ (AUTHORIZED SIGNATURE)</p> </div> <div style="width: 45%; text-align: center;"> <p>_____ (DATE SUBMITTED)</p> </div> </div>					SUN	MON	TUES	WED	THUR	FRI	SAT	WEEK 1																						WEEK 2																					
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STANDING OPERATING PROCEDURE (SOP), DEFENSE CIVILIAN PAY SYSTEM (DCPS)  
DECENTRALIZED ONLINE TIME AND ATTENDANCE (T&A) REPORTING, 01 Jun 03

WORK SCHEDULE CHANGE FORM

SSN 123456789 NAME I. M. OFF UIC/ORG TAG:

EFFECTIVE DATE 16 Apr 06 T&A STATUS CODE A

AWS CODE 01618 TIMECARD DESTINATION

\*\*\*\* PAY PERIOD TOUR OF DUTY \*\*\*\*

	SUN	MON	TUES	WED	THUR	FRI	SAT
WEEK 1		9.	9.	off	9	9	
SHIFT							
NIGHT DIFF							
	SUN	MON	TUES	WED	THUR	FRI	SAT
WEEK 2		9	9	9	9	8	
SHIFT							
NIGHT DIFF							

SUNDAY PAY (Y/N) N

William D. May  
(AUTHORIZED SIGNATURE)

11 Apr 06  
(DATE SUBMITTED)